FOR YOUR INFORMATION

**YVETTE ROBINSON**

**DATE:** January 11, 1993

**TO:** Jeffrey Hecht

**SUBJECT:** **COMMUNITY MARKETING PROGRAMS EXHIBITS BOOTH & TENT SPECIFICATIONS**

I have listed the specifications for the two (1) 20' x 20' Marlboro and (1) Benson & Hedges exhibit booth and the six (6) 20' x 20' and four (4) 10' x 10' Marlboro & Benson & Hedges tents that Community Marketing Programs will require in 1993:

**COMMUNITY MARKETING PROGRAM INDOOR EXHIBIT BOOTH:**
2 10' x 20' PORTABLE INDOOR EXHIBIT BOOTHS:

2 - self standing 8' x 20 ' x 8" backwall systems, finished in level-loop fabric
8 -custom built 4' x 2' x 42" storage counters with lockable doors and one center shelf
2 - cigarette 24" x 24" x 11" dispensing units
8 - interchangeable Marlboro/Benson & Hedges 8" x 30" graphic headers
8 - 3' rear light units with 75 watt lamps
4 - 3' x 10' fire retardent drapes - 2 black; 2 red
8 - 4' x 8' x 30" storage crates for shipping
10' x 20' carpeting

**COMMUNITY MARKETING PROGRAM - TENTS:**
6 20' x 20' TENTS:

Including, hardware for the tents (support structures with cables and stakes)

Each unit will have:
Tent cover with the Brand logo (i.e., B&H or Marlboro)
3 - 3' x 6' Shelves
2 - 3' x 8' Tables
2 - 3' x 8' Table Logo Drapes
1 Cash Register (outlet for cash register)
1 major light fixture

4 10' x 10' TENTS:

Including, hardware, for tents (support structures with cables and stakes)

Each unit will have:
Tent cover with Brand logo (i.e., B&H or Marlboro)
1 - 3'x 6' Shelves
1 - 3' x 8' Table
1 - 3' x 8' Table Logo Drape
1 - Cash Register (outlet for cash register
1 major light fixture

What are the possibilities of this project coming under the heading of "capital expenditures?"

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Source: https://www.industrydocuments.ucsf.edu/docs/fypn0004

If you have any questions or concerns, please contact me at extension 2360.

jyr/me

cc: J. Fontanez
M. Gennaro

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